

3. Repair History and Search

Search, filter, review, and act on historical repair records.

- [How to search and filter repair history](#)
- [How to use repair-list actions](#)

How to search and filter repair history

1. Open **Repair > List**.
2. Enter a customer, phone number, ticket, device, IMEI, serial, or other supported search value.
3. Open Filters to search within the selected date range.
4. Select delivery statuses when needed.
5. Use the date picker to change the reporting period.
6. Review Open, Ready for Pickup, and Overdue summary filters.

The list shows status, delivery state, customer, device, category, total, paid, and balance.

How to use repair-list actions

Open the action menu beside a repair to use the available record tools.

- **Open:** View the Repair Profile.
- **Make Payment:** Collect an outstanding balance.
- **View Statement:** Review the repair financial statement.
- **Payments List:** View payment history and receipts.
- **View Invoice:** Open the connected invoice when available.
- **Print Label:** Print device and intake identification.
- **Delete:** Remove an erroneous repair after confirmation.

Use Delete only after verifying the ticket and financial impact.